



PIARC (World Road Association) 2020-2023 Work Cycle Kick-off meetings of the Technical Committees and Task Forces

All meetings take place at IFSTTAR, in Noisy Champs. See attached fact sheet.
All meetings will be conducted in English. No interpretation will be provided.

Wednesday

- Morning: Preparation with Theme Coordinators, Chairs and Secretaries only
- Afternoon: Plenary Introduction to PIARC with all TC/TF members

Thursday (full day) and Friday morning:

- Committee / Task Force meetings (in parallel)

Friday afternoon:

- Debriefing with Theme Coordinators, Chairs and Secretaries only
- Five parallel training sessions will all correspondents

TC/TF members who are not Chairs are expected to join from Wednesday afternoon until Friday lunch.

It is recommended that every TC/TF organise an informal dinner on Wednesday or Thursday evening. Everyone to cover their own expenses. PIARC General Secretariat will try and join those social events.

Glossary:

<i>TC: Technical Committee</i> <i>TF: Task Force</i> <i>STC: Strategic Theme Coordinator</i>	<i>GS: General Secretariat</i> <i>TA: Technical Advisor</i>	<i>SP: Strategic Plan</i>
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**Plenary Meeting with all TC/TF members
Wednesday Afternoon**

From 12.30	Registration opens
13.00 - 14.00	Lunch (optional, not offered by PIARC)
Wednesday 14.00	Start of the Plenary meeting with all members of the TCs of the Strategic Theme, the STC and the GS
	Welcome and presentation of the meetings (Patrick Malléjacq, Secretary General)
	Presentation of the Association / Presentation of GS staff (P. Malléjacq)
	Introduction to Strategic Plan 2020 - 2023 (Robin Sébille)
	Outline of the Strategic Theme (Strategic Theme Coordinator)
	PIARC Publications and other products (Robin Sébille)
	PIARC Seminars (Miguel Caso Florez)
	Operations of Technical Committees and Task Forces (Miguel Caso Florez) – TC/TF meetings, telemeetings, Special Fund, etc.
15.30 - 16.00	Break
	2022 Congress in Calgary (P. Malléjacq)
	Overview of the four years 2020 - 2023 (P. Malléjacq)
	Website & Workspaces (Alain Charles)
	Communication and Promotion (Marina Domingo-Monsonis)
	Partnerships (Anna-Karin Salmi)
	Online Road Dictionary (R. Sébille)
	TC/TF Correspondents for terminology, workspace, communication, partnerships, corresponding members
17:15-17:30	Practical issues – Agenda of the next days and outcomes of the TC/TF meeting (Technical Advisor)
17:30-18:00	Questions and Answers
18.00	End of the meeting (P. Malléjacq)



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Parallel TC/TF Meetings
Thursday all day and Friday morning

Thursday 09.00	Start of the meetings
09.00 - 09.30	Welcome by the President and Secretaries - Presentation of the meeting agenda Goals to be achieved at the end of the meeting: <ul style="list-style-type: none">- Development of the work program (method and schedule)- Establishment of working groups – ensuring their cooperation- Appointment of webmaster and of all correspondents- Next meeting of the TC / TF (date, place, program, work to present)- Intermediate Webex meetings of working groups- Relations with the Strategic Theme Coordinator and General Secretariat
09.30 - 10.30	Introduction of all TC / TF members
10.30 - 11.00	Break
11:00 -11.30	Presentation of the Terms of Reference of the TC/TF
11.30 - 12.30	Activities and production of past PIARC work cycles; Other existing sources
13.00 - 14.30	Lunch offered by PIARC
14.30 - 15.30	Discussion on issue # 1 - Opening statement to start the discussion - Objectives, outputs, work methods, organization of the CT
15.30 - 16.00	Break
16.00 - 17.00	Discussion on issue # 2 - Opening statement to start the discussion - Objectives, outputs, work methods, organization of the CT
17.00 - 18.00	Discussion on issue # 3 - Opening statement to start the discussion - Objectives, outputs, work methods, organization of the CT
18.00	End of the first day of the meeting



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Parallel TC/TF Meetings
Thursday all day and Friday morning

09.00 Friday	Meeting resumes
09.00 - 09.45	Seminars: review of proposals for host countries and themes
09.45 - 10.15	2022 Congress in Calgary
10.15 - 10.45	Break
10.45 - 11.30	Organization of the TC/TF: <ul style="list-style-type: none">- Use of the website- Development of the work program (method and schedule)- Establishment of working groups – ensuring their cooperation- Appointment of webmaster and of all correspondents- Next meeting of the TC/TF (date, place, program, work to present)- Intermediate Webex meetings of working groups- Relations with the Strategic Theme Coordinator and General Secretariat
11.30 - 12.00	Proposed adjustment to the work plan, if any: new issues to be added, rewording, etc.
12.00 - 12.30	Discussion with the General Secretariat (TA) and conclusions of the first meeting
12.30	End of the TC/TF meeting
13.00 - 14.00	Lunch offered by PIARC



Preliminary meeting with ST Coordinator, TC chairs, GS Wednesday Morning

Outgoing TC chairs are invited as well.
Regular TC/TF members are not invited.

10.00 Wednesday	Start of the meeting
10.00 - 10.15	Welcome and presentation of the meeting (P. Malléjacq, Secretary General) <ul style="list-style-type: none">• Objective of the meetings:<ul style="list-style-type: none">○ start the work of the TCs ad TFs○ make sure there is no misunderstanding regarding the Association, and the Terms of Reference• Outline:<ul style="list-style-type: none">○ Preliminary meeting today○ Plenary meeting○ TC/TF meetings○ Debriefing• Objective of the meeting today:<ul style="list-style-type: none">○ answer any question○ review TC/TF draft work plans○ review TC/TF draft agendas○ start imagining connections between TCs / TFs
10.15 - 10.45	Major evolutions of Strategic Plan 2020 - 2023 (P. Malléjacq) <ul style="list-style-type: none">• Detailed and careful process led to the Strategic Plan• Some TCs are new, some are more a continuation• 4 themes, xxx TCs and xxx TFs• Regional groups, Special Projects • Quality and value-added outputs• Flexibility• Outreach• Outputs can be very varied



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	<ul style="list-style-type: none"> • Earlier production of TC reports • Quality control is essential • “Quality of life” in the TC/TF
10.45 - 11.00	<p>What is expected of TC/TF chairs for the debriefing meeting on Friday afternoon (P. Malléjacq)</p> <ul style="list-style-type: none"> • Work plan and schedule: Webex meeting before summer, next full meeting before the end of the year • Calendar of meetings and seminars, with locations if possible – with alternative solutions • Appointment of people to specific functions: leader of WGs, correspondents.. • Maybe even missing secretaries! To be approved by 1st delegates • 2022 Congress in Calgary • Feedback on the content of the Strategic Plan itself –adjustments are possible if really justified
11.00 - 11.30	<p>Brief outline of the Strategic Theme (Strategic Theme Coordinator)</p> <ul style="list-style-type: none"> • Possible links between Strategic Themes • Possible links between Technical Committees
11.30 - 11.45	<p>TC number 1: agenda of the TC meeting; draft work plan, known issues</p> <ul style="list-style-type: none"> • Presentation by TC chair ; discussion
11.45 - 12.00	<p>TC nb 2: agenda of the TC meeting; draft work plan, known issues</p> <ul style="list-style-type: none"> • Presentation by TC chair ; discussion
12.00 - 12.15	<p>TC nb 3: agenda of the TC meeting; draft work plan, known issues</p> <ul style="list-style-type: none"> • Presentation by TC chair ; discussion
12.15 - 12.30	<p>TC nb 4: agenda of the TC meeting; draft work plan, known issues</p> <ul style="list-style-type: none"> • Presentation by TC chair ; discussion
12.30 - 12.45	<p>TC nb 5: agenda of the TC meeting; draft work plan, known issues</p> <ul style="list-style-type: none"> • Presentation by TC chair ; discussion
12.45 - 13.00	<p>Any Other Business</p>
13.00	<p>End of the meeting</p>



Debriefing meeting with ST Coordinator, TC chairs, GS Friday afternoon

Outgoing TC chairs are invited as well.
Regular TC/TF members are not invited.

14.00 Friday	Start of the meeting
14.00 - 14.15	Welcome and presentation of the meeting (P. Malléjacq, Secretary General) <ul style="list-style-type: none">• Objective of the meeting today:<ul style="list-style-type: none">○ answer any question○ review TC/TF draft work plans○ review TC/TF draft agendas○ start imagining connections between TCs / TFs
14.15 - 14.45	TC number 1: agenda of the TC meeting; draft work plan, known issues <ul style="list-style-type: none">• Work plan and schedule: Webex meeting before summer, next full meeting before the end of the year• Calendar of meetings and seminars, with locations if possible – with alternative solutions• Appointment of people to specific functions: leader of WGs, correspondents..• Maybe even missing secretaries! To be approved by 1st delegates• 2022 Congress in Calgary• Feedback on the content of the Strategic Plan itself –adjustments are possible if really justified
14.45 - 15.15	TC nb 2: agenda of the TC meeting; draft work plan, known issues <ul style="list-style-type: none">• Work plan and schedule: Webex meeting before summer, next full meeting before the end of the year• Calendar of meetings and seminars, with locations if possible – with alternative solutions• Appointment of people to specific functions: leader of WGs, correspondents..• Maybe even missing secretaries! To be approved by 1st delegates• 2022 Congress in Calgary• Feedback on the content of the Strategic Plan itself –adjustments are possible if really justified
15.15 - 15.45	TC nb 3: agenda of the TC meeting; draft work plan, known issues <ul style="list-style-type: none">• Work plan and schedule: Webex meeting before summer, next full meeting before the end of the year• Calendar of meetings and seminars, with locations if possible – with alternative solutions• Appointment of people to specific functions: leader of WGs, correspondents..• Maybe even missing secretaries! To be approved by 1st delegates



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	<ul style="list-style-type: none"> • 2022 Congress in Calgary • Feedback on the content of the Strategic Plan itself –adjustments are possible if really justified
15.45 - 16.15	<p>TC nb 4: agenda of the TC meeting; draft work plan, known issues</p> <ul style="list-style-type: none"> • Work plan and schedule: Webex meeting before summer, next full meeting before the end of the year • Calendar of meetings and seminars, with locations if possible – with alternative solutions • Appointment of people to specific functions: leader of WGs, correspondents.. • Maybe even missing secretaries! To be approved by 1st delegates • 2022 Congress in Calgary • Feedback on the content of the Strategic Plan itself –adjustments are possible if really justified
16.15 - 16.45	<p>TC nb 5: agenda of the TC meeting; draft work plan, known issues</p> <ul style="list-style-type: none"> • Work plan and schedule: Webex meeting before summer, next full meeting before the end of the year • Calendar of meetings and seminars, with locations if possible – with alternative solutions • Appointment of people to specific functions: leader of WGs, correspondents.. • Maybe even missing secretaries! To be approved by 1st delegates • 2022 Congress in Calgary • Feedback on the content of the Strategic Plan itself –adjustments are possible if really justified
16.45 - 17.15	<p>Synthesis by the STC</p> <ul style="list-style-type: none"> • Feedback on the content of the Strategic Plan itself • Joint activities between TCs / TFs • 2022 Congress in Calgary
17.15 - 17.30	Any Other Business
17.30	End of the meeting



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Training sessions with Correspondents
Friday afternoon

Each TC/TF is requested to appoint 5 Correspondents: for terminology, workspace, communication, partnerships, corresponding members.

As a consequence, five thematic training sessions are organized for Correspondents on Friday afternoon, in parallel.

14.00 Friday	Start of the meeting
14.00 - 14.15	Welcome and presentation of the meeting (lead person at the General Secretariat)
14.15 - 14.45	Roles and processes of the Correspondents (lead person at the General Secretariat)
14.45 - 15.30	Questions and Answers (all correspondents)
15.30 - 15.45	Next steps
15.45 - 16.00	Any Other Business
16.00	End of the meeting